

AGENDA
BOARD OF SELECTMEN
HOLBROOK, MASSACHUSETTS

Wednesday, March 28, 2018 at 7:00 p.m.

Holbrook Town Hall, Selectman Noel C. King Meeting Room, Floor 3R
50 North Franklin Street, Holbrook, MA 02343

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

All cell phones, pagers, etc., are to be turned off during the meeting.

Meetings are broadcast live and recorded by Holbrook Community Access & Media (H-CAM)

II. MINUTES:

- A. Minutes of the Regular Session of Wednesday, January 24, 2018
- B. Minutes of the Regular & Executive Sessions of Wednesday, February 14, 2018
- C. Minutes of the Regular & Executive Sessions of Tuesday, February 20, 2018
- D. Minutes of the Regular & Executive Sessions of Wednesday, February 28, 2018

III. TOWN ADMINISTRATOR'S REPORT:

- A. Communications & Announcements
- B. Committee Updates
- C. Update on Status of Open Issues

IV. OLD BUSINESS:

V. NEW BUSINESS:

- A. **7:10 pm:** Public Hearing on the application of Sweet Tooth LLC dba Coldstone & Planet Smoothies, for a Common Victualler's License in order to serve prepared foods at 176 South Franklin Street
- B. **7:15 pm:** Public Hearing to accept public comments and consider final approval of a Cable Television License Agreement between the Town and Comcast Cable Communications Management, LLC, to be effective April 1, 2018 – March 31, 2028
- C. **7:30 pm:** Powers & Sullivan, LLC – Review of the Town's FY2017 Audit
- D. **7:50 p.m.:** Continuation of the Public Hearing for the purpose of considering amendments to the Town of Holbrook By-Laws, Section 10 – Salary Administration Plan
- E. Vote to allow Sri Radha Bhakti to use the outdoor property at 719 S. Franklin Street
- F. Vote to Authorize the Chairman to Execute an Agreement between the Town and Accela, Inc. for the FY2018 Maintenance of SoftRight, the Town's Accounting Software
- G. Vote to appoint a Member to the Board of Registrars to Fill a Vacancy
- H. Vote to Hire a Part-Time Temporary Principal Clerk in the Public Works Department
- I. Vote to Issue a Reduction in Vacancy Letter on the current Civil Service Requisition for the Holbrook Police Department
- J. Vote to Call for a Civil Service List in Order to Fill One Position for a new Police Officer on the Holbrook Police Department
- K. Vote to Authorize the Town Administrator to Execute a Memorandum of Understanding Between the Town of Holbrook and David E. Leary for Professional Services
- L. Vote to Approve Holbrook's Participation in the Quincy HOME Program and the Renewal of the Quincy HOME Consortium Mutual Cooperation Agreement
- M. Vote on the Annual Renewal of Bowling Alley & Pool Table Licenses

- N. Vote to Grant the Town Administrator a 90-day Military Leave of Absence
- O. Vote to Appoint an Interim Town Administrator
- P. Updates – Public Safety – Treasurer/Collector – Public Works Department

VI. CITIZENS' CONCERNS:

VII. ADJOURN TO EXECUTIVE SESSION to discuss strategy and conduct collective bargaining with Union personnel (Firefighters, Police Sergeants), and to discuss strategy and conduct contract negotiations with non-union personnel (Police Chief, Communications Director, Assistant Town Administrator), and **RETURN TO OPEN SESSION**

VIII. OPEN SESSION:

- A. Vote to Execute a Contract Between the Town of Holbrook and the International Association of Firefighters Local 1452, effective July 1, 2018 through June 30, 2021
- B. Vote to Execute a Contract Between the Town of Holbrook and the New England Police Benevolent Association, Holbrook Superior's Association, Local 88B, effective July 1, 2018 through June 30, 2021

“The Chair reserves the right to call items on the agenda out of order. Items are listed in their approximate order, and items may be reached earlier or later than the posted order. Items listed for executive session may also be discussed in open session. The listing of items contains those items reasonably anticipated by the Chair which may be discussed at the meeting at least forty-eight (48) hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Persons interested are advised that in the event that any matter taken up at the meeting that remains unfinished at the close of the meeting may be put off to a continued session of the meeting, in accordance with the Open Meeting Law.”

PUBLIC PARTICIPATION IN MEETINGS

All meetings of the Board of Selectmen are open to the public. The law allows certain matters of business to be discussed in executive session from which the public may be excluded. However, no final action can be taken in closed session. The Board of Selectmen welcomes citizens to be present at all meetings. It wishes to be responsive to the public's need to address the Board on matters before the Board. In order that this may be accomplished in the most orderly manner possible, the Board of Selectmen has established the following procedures:

- 1) Time shall be provided at each meeting for individuals or groups to address the Board.
- 2) The last item on every Selectmen's agenda is "Citizens Concerns". Time is provided for citizens to make a statement concerning matters before the Board. The members will listen to concerns, but this is not seen as a time for questioning a member concerning a course of action, nor a time for debate.
- 3) Any speaker shall give his/her name, address, and the group he/she represents, if any.
- 4) Presentation should be brief. Five minutes should be maximum unless an extension is given to the speaker by the Chairperson.
- 5) Speakers are welcome to offer objective criticism of the Town. The Committee will not hear personal complaints of personnel in open session. Citizens are reminded that this agenda item allows citizens to state or make comment on substantive issues. It cannot permit unsubstantiated charges to be leveled against employees.

Voted: 03/23/2004